

JUBILEE HALL TRUST CIO
ANNUAL REPORT
1st July 2023 to 30th June 2024

This year has seen some significant changes to our trusts administration. Our finance's also suffered a blow when earlier in the middle of June, the long planned Kings Coronation Street Party had to be cancelled within a day before the event due to a National weather warning of severe winds and potential flooding.

In June/July, two of our long standing dedicated Trustees, Liz Christie (Chair) and June Bevan (Deputy Chair) resigned from the Trust due to ill health. Their positions were taken up by Mike Oldfield (Trustee) who became Chair and Sally Kiddle-Morris a Trustee as (Deputy Chair). A former member Mary Anderson also gave up her position as signatory.

Fundraising activities continued with Bingo once a month and other suggestions from the fundraising team included Beetle Drive, Table Top sale, and Art competition and mini table top games. Sadie Bailey also suggested an annual festival event that encompassed a variety of activities including pancake tossing. Weight watchers continue to hire the hall on a weekly basis. On some occasions in partnership with Litcham Methodist Church we jointly arranged Bingo or Quiz nights with profits being equally shared.

In August the poor condition of the interior and exterior of the hall was still causing concern, but with little funds or grants being forthcoming progress was slow. Val Horton and Sarah White suggested forming a working party to carry out our own DIY decorating project for the interior. The working party met in August and proposed that notices and adverts were posted in the village magazine and website to encourage residents to help with this task or to donate decorating materials we could use. This was moderately successful in that Val Horton and Nina Hart both received new and used decorating supplies and a local professional decorator donated tins of paint and varnish. Later it was evident that the task of decorating the main hall ourselves was more challenging due to the high ceilings. It was therefore decided to contact local decorators and obtain quotes for the main hall. The kitchen, toilets and entrance hall would be carried out by committee and volunteers.

Claire Lawrence also contacted a local roofer/builder to view the site exterior especially the roof and gutters. Some repairs were made to ensure the building was water tight.

Val Horton and Sarah White continued to look for grant and funding opportunities, but often we were not eligible or could not meet the application requirements.

The National Lottery Community Fund short listing application that we applied for in June was not successful. In July we closed our 'Just Giving.com' webpage as we felt after almost 7 months it had only generated £85.00.

Sarah White followed up and applied again to the 'Supermarket shopping token scheme' with Tesco and Waitrose. These were not forthcoming. However two other

grants opportunities with 'Tesco Stronger' and a 'S106 development grant' were applied for (awaiting decision)

The 'Easy Fundraising' site continued to bring in increasing funds after a recent advert in the local village magazine.

To introduce a variety of fundraising activities in the coming months, the fundraising committee suggested a 'Race Night' a 'Novelty Christmas Photo Calendar' and a 'Art Exhibition' All suggestions were warmly welcomed and planned for the middle to end of 2024.

Once again September and October 2023 saw a Quiz night and Bingo respectively, organised by Sadie Bailey, these were well attended, and seemed to be enjoyed by all.

A local photographer was identified by Nina Hart for the photo Calendar, who would take photos of local village people, groups and businesses from January 2024. In May June the format for this competition was changed and opened to a wider audience.

More quotes were obtained from local builders to tackle the exterior renovation, but costs were prohibitive and not available. It was subsequently felt it might be more appropriate to carry out the renovations in stages by applying for smaller bespoke grants for specific projects.

By November remedial work had been completed on the roof and gutters and a local decorator Ian Barker had been appointed to carry out work in the main hall in the middle of January 2024.

There was concern by the treasurer Claire Lawrence regarding the Trusts finances in able to pay for any renovation work, so in November a Extraordinary Meeting was held to vote on how the current trust funds should be spent. The result was unanimous in favour of using the current funds for the maintenance and repair work. This was in order to keep the building in good order and hireable.

December and January 2024 was a quiet period in the Jubilee Hall diary but a Arts and Craft Christmas Mingle morning got everyone in the Christmas spirit.

The weather that morning was cold and icy but that did not deter people from turning out to enjoy the mince pies, mulled wine and the crafts. A lovely morning was had by all.

By the middle of February 2024 the decoration for the main Jubilee Hall was completed. It was amazing to see the transformation, with a light and bright functional room.

March and April saw work for the remainder being undertaken by the committee and private local contractors. The kitchen was installed and plumbing for the gents toilet finished. Work for other minor jobs was prioritised for late summer.

In late April 2024 'it was thought appropriate that an Official Opening be arranged, invitations could be extended to thank all the people who had contributed to the project. Date to be confirmed.

In particular to remember Mrs Liz Christie (former Trustee and committee member) who sadly passed away in the middle of March. She had dedicated the last 10 years raising funds to help preserve the hall for community use. She was a long-time

supporter of the Jubilee Hall and Litcham Village in general. She was so close to seeing her efforts and determination come to fruition. She will be sadly missed.

To encourage the use of the hall a notice was put in the village magazine and on social media platforms to advertise its hiring potential. This resulted in a few more enquiries being forthcoming, namely from a Meditation Guru and for baby and toddler sensory sessions. At the same time an advert was posted asking for more volunteer fundraisers and committee members.

Monthly activities were also in full swing with a 'Beetle Drive' evening and a Quiz in April. These were both a lot of fun. Then a 'Bingo' evening in May. We also had a 'Plant Sales and Coffee afternoon' in the month of May.

For the coming months the committee pledged to continue finding grants and funding that would help with the exterior maintenance and repair issues. To this end Litcham Parish Council in May gave £1000 towards the renovation of the hall. The committee also applied to 'Home Instead Charities' but the application was unsuccessful. At the end of May, We joined the 'Recycle4Charity' Scheme, whereupon used inkjet cartridges could be recycled and money gained donated into Jubilee Hall funds.

In early June a cheque donation of £1000 was received from the daughter of late Liz Christie (former Trustee and Chair of the Jubilee Hall) this had been bequeathed in her last will and testament.

All in All this year has been filled with moments of happy and sad occasions. Notable though is the hall's renovation success. The organisation and planning tasks were at times challenging. The Trustees and I thank the management committee team for all their hard work and perseverance in bringing this project about. Also the local businesses and community supporters who have contributed so much.

The Trustees consider that the main activities of LITCHAM JUBILEE VILLAGE HALL are in accordance with the objective and that they are of public interest.

The Trustees have had regard to the guidance issued by the Charities Commission on Public Benefit.

Prepared by: Valerie Horton

Approved by: Mike Oldfield Trustee & Chairman, on ...

01.03.2025.....

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Charity Commission Annual Return 2024

LITCHAM JUBILEE HALL CIO

Charity registration number: 1172555

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2024.

PART A - Charity information

Financial period

Financial period start date

01/07/2023

Financial period end date

30/06/2024

Income and spending

Income £

£ 6,268

Spending £

£ 11,423

Number of contracts from government

How many contracts (other than grant agreements) did your charity receive from central

government or a local authority during the financial period for this return?

0

Number of grants from government

How many grants did your charity receive from central government or a local authority during the financial period for this return?

0

Income breakdown

Donations and legacies (excluding Endowments Received)

£ 1,885

Charitable activities

£ 2,116

Other trading activities

£ 2,267

Investments

£ 0

Other

£ 0

Grantmaking

Is grant making the main way your charity carries out its purposes?

No

Recipients of grants

Please round all figures to the nearest pound (do not enter decimal points or commas).

Individuals

£ 0

Other charities

£ 0

Other organisations that are not charities

£ 0

Trustee payments

Excluding out of pocket expenses, for what were any of the trustees paid during the financial period for this return?

☒

e. None of the trustees have been paid

Did any of the trustees resign and take up employment with your charity in the financial period of this return?

No

Income from outside the UK

Did your charity receive income from outside of the United Kingdom in the financial period of this return?

No

Delivering activities outside the United Kingdom

Did your charity deliver charitable activities outside of the United Kingdom in the financial period of this return?

No

Spending outside England & Wales

Did your charity spend funds outside of the United Kingdom in the financial period of this return?

No

Total Spending outside England & Wales

£

Trading subsidiaries

Does the charity have any trading subsidiaries?

No

Charity contact details correct

Is the contact address displayed from the Register of Charities, correct?

Yes

Charity headquarters details correct

Is this the same address that you use as your charity's administrative headquarters?

Yes

Charity contact address

Address Line 1

Lime Kiln House

Address Line 2

Back Lane

Address Line 3

Litcham

Address Line 4

KING'S LYNN

Address Line 5

Norfolk

Postcode

PE32 2NP

Country

Charity Headquarters address

Address Line 1

Lime Kiln House

Address Line 2

Back Lane

Address Line 3

Litcham

Address Line 4

KING'S LYNN

Address Line 5

Norfolk

Postcode

PE32 2NP

Country

Membership type

Is your charity part of a wider group structure with a parent body and subsidiary bodies?

no, the charity is not part of a wider group structure

Employment contract types

People were permanently employed by your charity

0

People were on fixed-terms contracts with your charity

0

Self-employed people were working for your charity

0

Governance policies

Internal charity financial controls policy and procedures

Yes

Safeguarding policy and procedures

Yes

Financial reserves policy and procedures

Not applicable

Complaints policy and procedures

Not applicable

Serious incident reporting policy and procedures

Yes

Internal risk management policy and procedures

Not applicable

Trustee expenses policy and procedures

Yes

Trustee conflicts of interest policy and procedures

Not applicable

Investing charity funds policy and procedures

Not applicable

Campaigns and political activity policy and procedures

Not applicable

Bullying and harassment policy and procedures

Yes

Social media policy and procedures

Not applicable

Engaging external speakers at charity events policy and procedures

Not applicable

Safeguarding

Has your charity provided services to children and/or adults at risk in the financial period of the return?

No

External risk and impact

Donations

Unknown/No Change/Not Applicable

Other income - grants

Negative

Other income - contracts

Unknown/No Change/Not Applicable

Other income - investment

Unknown/No Change/Not Applicable

Expenditure on charitable activities

Unknown/No Change/Not Applicable

Expenditure on overheads

Positive

Number of volunteers

Unknown/No Change/Not Applicable

Number of employees

Unknown/No Change/Not Applicable

Number of trustees

Unknown/No Change/Not Applicable

Fundraising activities

Unknown/No Change/Not Applicable

Capacity to deliver services

Unknown/No Change/Not Applicable

Total service demand

Unknown/No Change/Not Applicable

Volunteers

Excluding trustees, provide an estimate of the number of volunteers who carried out charitable activities on behalf of your charity in the United Kingdom during the financial period of this return?

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Privacy statement

Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- **you have consented to their release; or**
- **we are legally obliged to disclose them; or**
- **we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.**

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- **we can lawfully do so; and**
- **we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest**

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;**
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;**
- (c) data analysis, testing, research, statistical and survey purposes**

Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you.

We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.

As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we

may make to our privacy statement in the future will be set out in the replacement version of this form.

Please check back frequently to see any updates or changes to our privacy policy.

Declaration

This annual return has not been submitted and no Declaration has been made

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